

- Revision number
 - Learning objectives
 - Instructional references
 - Training information
 - Instructions for documenting completion, including a receipt for the trainee to sign indicating the information was read and understood
 - Name and phone number of an individual to contact with any questions about the material
- 5 6 4 2 Review and/or approval signatures from the following individuals are required. The same individual shall not serve in more than two of the roles shown
- Developer (author) - Review
 - Subject Matter Expert (SME), if other than developer - Review
 - Manager of sponsoring organization - Approve
- 5 6 4 3 The return-receipt shall not be less than 8" x 5" in size and shall include
- Course title
 - Course number
 - Employee name (printed)
 - Employee identification number (employee number or SSN)
 - Employee signature and date, acknowledging completion the reading

6. RECORDS

6.1 Classroom Training Materials

- 6 1 1 Ensure all signature and content requirements are met prior to submitting the materials to Training Records
- 6 1 2 Ensure the materials meet the following criteria
- 6 1 2 1 The original is complete and legible
 - 6 1 2 2 The appropriate approval signature(s) are present
 - 6 1 2 3 The required information is in the footer
 - 6 1 2 4 Course title and number are consistent between training materials
- 6 1 3 Submit completed package to RFETS Training Records department with a diskette containing the current training materials
- 6 1 3 1 Include a list of controlled copy holders for distribution purposes

6.2 CBT

- 6 2 1 Submit master course file to the RFETS Training Records department
- 6 2 1 1 Training Material Transfer form
 - 6 2 1 2 Course storyboard or authoring system printout
 - 6 2 1 3 Examination
 - 6 2 1 4 Completed CBT Final Course Review and Approval form

6.3 Workshops, Seminars and Training Briefs

- 6 3 1 If formal documentation is required, then the completed information and roster sheets will be sent to RFETS Training Records Department

6 16 2 6 3 2 Informal documentation will be kept at the facility by the responsible Facility or Project Manager

6 4 Required Reading

6 4 1 If formal documentation is required, then the content, the reading audience and verification that personnel have completed the reading will be submitted to RFETS Training Records Department

6 4 2 Informal documentation will be kept by the responsible manager at the facility

6 5 Records Processing Instructions

6 5 1 Training course development documents are In-Process QA documents for record-keeping purposes

6 5 2 If the training course development documents pertain to the TWCP TIP (PLN-97-007) or the Low Level Waste Management Plan (Appendix 9), then the Learning Objectives information is a WIPP/LL/LLM In-Process QA document

NOTE *Site Training Records, Building 131, will process required materials to meet WIPP/LL/LLM records requirements as identified in the Site Training Users Manual*

Table 6-1, Records Processing

Record Identification	Record Type Determination	Protection / Storage Methods	Processing Instructions
Classroom Training Materials CBT Materials Formal (with TSR Course Number) Workshops, Seminars and Training Briefs Formal (with TSR Course Number) Required Readings	In-Process Quality Assurance Document	Responsible Manager SHALL implement a reasonable level of protection to prevent loss and/or degradation while in process. Documents SHALL be protected utilizing standard office equipment and methods while in process.	Continue prescribed processing of document(s). After approval by the Responsible Manager, transmit all documents to Training Records, Bldg 131 in accordance with the Site Training Users Manual.
Informal Workshops, Seminars and Training Briefs Informal Required Readings	In-Process Quality Assurance Document	Responsible Manager SHALL implement a reasonable level of protection to prevent loss and/or degradation while in process. Documents SHALL be protected utilizing standard office equipment and methods while in process.	Continue prescribed processing of document(s). After approval by the Responsible Manager, transmit all documents to the RMRS Records Center in accordance with RMRS-RM-06 02 Records Identification and Transmittal.

7. REFERENCES

- 7 1 DOE Order 5480 20A, *Personnel Selection, Qualification and Training Requirements for DOE Nuclear Facilities*
- 7 2 DOE-STD-1011-92, *Guide to Good Practices for Design/Development and Implementation of Examinations*
- 7 3 DOE-STD-1078-94, *A Systematic Approach to Training*, August 1994
- 7 4 Kaiser Hill *Training Users Manual* (TUM)
- 7 5 RMRS-RM-06 02, *Records Identification Generation and Transmittal*
- 7 6 RF/RMRS-97-040, *RMRS Training Manual*